

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
BUPERSINST 5450.45B
PERS-03
24 Jul 2000

BUPERS INSTRUCTION 5450.45B

From: Chief of Naval Personnel

Subj: MISSION AND FUNCTIONS OF THE NAVY AND MARINE CORPS
APPELLATE LEAVE ACTIVITY (NAMALA), WASHINGTON, DC

Ref: (a) OPNAVNOTE 5450 Ser 09B22/6U509665 of 4 Apr 96
(b) OPNAVNOTE 5450 Ser 09B22/8U509590 of 19 Oct 98

Encl: (1) Mission and Functions assigned to NAMALA

1. Purpose. To identify the revised mission of NAMALA, Washington, DC as approved by reference (a) and to incorporate the parent command's change in delegation of authority, following the establishment of Navy Personnel Command (NAVPERSCOM) as discussed in reference (b). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.45A.

3. Status and Command Relationships. NAMALA, Washington, DC is a shore-based detachment in an active, fully operational status under the administrative control of Commander, Navy Personnel Command (COMNAVPERSCOM).

- a. Command: Navy and Marine Corps Appellate Leave
Activity, Washington, DC

Echelon

- 1 Chief of Naval Operations
- 2 Chief of Naval Personnel
- 3 Commander, Navy Personnel Command
(Commanding Officer, Navy and Marine Corps Appellate
Leave Activity, Washington, DC)

- b. Area Coordination:

Commandant, Naval District Washington

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4. Action. The Commanding Officer, NAMALA, will ensure performance of the mission and functions in enclosure (1). Send recommended changes to Bureau of Naval Personnel (PERS-03).

J. B. HINKLE
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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MISSION AND FUNCTIONS OF
NAVY AND MARINE CORPS APPELLATE LEAVE ACTIVITY (NAMALA)
WASHINGTON, DC

MISSION

To administer centralized appellate leave/tracking for all Navy and Marine Corps members on appellate leave and members assigned to the Federal Bureau of Prisons who are awaiting results of appellate review, and to perform such other functions and tasks as may be directed by higher authority.

FUNCTIONS

1. Monitors the case status of members on mandatory/involuntary appellate leave and members assigned to the Federal Bureau of Prisons who are awaiting results of appellate review.
2. Validates appellate leave status for renewal of military identification cards.
3. Provides information as necessary about members on appellate leave to
 - a. The Court of Military Review,
 - b. The Clemency and Parole Board,
 - c. Members on appellate leave, and
 - d. Other interested parties.
4. Effects punitive discharges when approved and as directed by the Judge Advocate General.
5. Effects clemency action as decided by the Navy and Marine Corps Clemency and Parole Board.
6. Provides on-site training to Navy and Marine Corps units.